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REPORT FOR PERIOD 20 - 25 NOVEMBER 1957

1. Contributions

- a. Evaluated the following employee suggestions and disapproved them for adoption:

3044 - Combination Date and Signature Stamp Holder.

58-166 - Thermofax Reproduction of Material Reproduced by the Hectograph Process.

58-170 - Preprinting of the Month and Dates on Form 108, Security Check Sheet.

- b. Briefed clerical personnel from <sup>ORR</sup> branches of the Analysis Division, ORR, on the concept and advantages of subject numeric filing.

2. Projects Active

- a. Project 8-42, Film Library Card Index, OCR/GR - With representatives of OCR/GR, examined Roll-Dex and Simpla-Wheel equipment of the type recommended for their index. Decision will be reached next week.

3. News

Attended the sixth meeting of the U. S. Government Correspondence Manual Working Committee.



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